

Division Chiefs, Administrative Services Office

29 January 1951

Chief, Administrative Services

Personal Mail

1. It is requested that all employees under your jurisdiction again be instructed to comply with the agency regulation that they will not have personal mail addressed to them at the office.

2. Any employee who may not now be complying with the above will take action immediately to notify his correspondents to address personal mail to him at his residence rather than the agency address.

15/
W. L. PEEL

MEW:lw

cc: Asst. to the Chief, Admin. Ser.
Chief, Bldg. Main. & Utilities
Chief, Real Estate & Const.
Chief, Reproduction
Chief, Transportation
Acting Chief, [redacted]
Chief, Admin. [redacted]
Acting Chief, [redacted]
Chief, [redacted]

Chrono
Directives file
Memo to all pers.
Mail & Courier file

25X1X8

Document No. 31
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
Date: 03 MAR 1978 By: [redacted]
03 APR 1978